



Last name: [grid]
First name: [grid] MI [ ] Soc. Sec. #: [grid] - [grid] - [grid]
Address: [grid]
City: [grid] State [ ]
Zip Code: [grid] - [grid]
Home [grid] - [grid] - [grid] Business: [grid] - [grid] - [grid]
EMAIL: [grid]

Male: [ ] Female: [ ] Date of Birth: (MM/DD/YY) [ ] / [ ] / [ ]
Ethnic Origin: [ ] [ ] [ ] [ ] [ ] [ ] [ ]
African American Native American Asian Caucasian Hispanic Multi-Cultural Other

Check Exam(s) you are registering for: NCE [ ] NCMHCE [ ]

\*\*If a registration form is submitted to NBCC and the candidate is not approved by the Illinois Board, the fee is non-refundable. \*\*

ABOUT REGISTRATION

- The cost to register is \$185 (per examination) for the NCE or NCMHCE. This examination fee is non-refundable/non-transferable.
Registration is required. Please allow 4 weeks processing time.
You will be notified of the scheduling process by email and postcard once your examination registration is processed.
Special accommodation requests need to be sent to Continental Testing Services for pre-approval.

FOR REGISTRATION, PLEASE SEND

- Your completed registration form with original ink signature.
Your examination fee (please make check or money order payable to NBCC).
FAXED REGISTRATIONS WILL NOT BE ACCEPTED.
ALL OF THE ABOVE MUST BE RECEIVED AND YOU MUST BE APPROVED BY THE ILLINOIS BOARD BEFORE YOU WILL BE ALLOWED TO SCHEDULE AN EXAM DATE.

SEND YOUR REGISTRATION MATERIALS TO:
NBCC Assessment Dept.
PO Box 7407
Greensboro, NC 27417-0407

TESTING QUESTIONS? Tel: 336-547-0607; E-mail: nbcc@nbcc.org; Web site: www.nbcc.org/stateboardmap
Street Address: NBCC Assessment Dept., 3 Terrace Way, Greensboro, NC 27403

Have you previously taken the NCE or NCMHCE? Yes [ ] No [ ]
If yes, on which date(s)? [ ] / [ ] / [ ] [ ] / [ ] / [ ]
Month Day Year Month Day Year

Master's Degree Granting Institution: \_\_\_\_\_

I understand and agree to the following: that I am taking the NCE or NCMHCE as part of the Illinois state licensing requirements; and approval to take the NCE or NCMHCE or the receipt of a passing score does not demonstrate that Illinois state licensure or NBCC certification requirements have been satisfied. I authorize NBCC to provide the Illinois Department of Financial & Professional Regulation with examination results. Use of the NCE or NCMHCE scores for licensure in other states may not occur until licensure is granted in Illinois. By signing this document, I hereby certify that the information and materials provided in this application are true, accurate, and complete to the best of my knowledge and belief. I agree to abide by all NBCC policies, procedures, and agreements concerning the NCE and NCMHCE examinations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CHARGE ORDER FORM - DO NOT DETACH

Credit card type: VISA [ ] Mastercard [ ] American Express [ ]
Account number: [grid] Exp. date: [ ] / [ ]
Name on card: [grid] Amt. charged: \$ [grid]
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**National Counselor Examination (NCE)  
National Clinical Mental Health Counseling Examination (NCMHCE)  
State Specific Insert  
for Illinois Licensure Candidates**

**\*\*This is a supplement to the NCE/NCMHCE Combo Candidate Handbook. You can download the handbook from the NBCC Web site at [www.nbcc.org/stateboardmap](http://www.nbcc.org/stateboardmap)\*\***

**CONTACT INFORMATION**

All questions and requests for information about Illinois licensure should be directed to:

Illinois Dept. of Financial & Professional Regulation  
Division of Professional Regulation  
320 W Washington St 3<sup>rd</sup> Floor  
Springfield, IL 62786  
Phone: 217-782-8556  
Fax: 217-782-7645  
Web site: [www.idfpr.com](http://www.idfpr.com)

All questions and requests for information about the Illinois licensure examination program should be directed to:

NBCC Assessment Dept.  
3 Terrace Way  
Greensboro, NC 27403  
Phone: 336-547-0607  
Web site: [www.nbcc.org/stateboardmap](http://www.nbcc.org/stateboardmap)

**ELIGIBILITY REQUIREMENTS**

Candidates must receive approval from the Illinois Department of Financial & Professional Regulation before testing. Once approved, candidates will receive an approval letter from the Illinois Board. Candidates must also register with Continental Testing Services (CTS) and receive approval from them before testing. ([www.continentaltesting.net](http://www.continentaltesting.net) / 800-359-1313)  
**If a registration form is submitted to NBCC and the candidate is not approved by the Illinois Board; the fee is non-refundable. (Fees are subject to change.)**

**REGISTRATION DEADLINES**

Candidates will need to allow approximately 4 weeks processing time once their payment and materials are received by the NBCC Assessment Dept. Candidates can submit registration materials described above at any time after being approved by the Illinois Board but be aware that space is limited. The fees are good for 6 months. **(To check the status of your registration, please send an email to [examinations@nbcc.org](mailto:examinations@nbcc.org) with your state in the subject line as phone calls delay the processing time.)**

**TESTING SCHEDULE**

Testing is the first full week of each month, Monday thru Saturday at 9:00am and 1:30pm, with four hours allowed for the exam. However, only certain sites offer Saturday testing; candidates should contact AMP for particular locations and dates. Candidates are scheduled on a first-come, first-served basis. There are fifteen testing locations in Illinois, however, a candidate may test at any of the over 150 AMP assessment centers across the U.S. The fifteen sites in Illinois are Buffalo Grove, Carbondale, Chicago (4 locations), Franklin Park, Glen Ellyn, Libertyville, Matteson, Naperville, Rockford, Roselle, Springfield, and Urbana.

Examination schedule for 2009/2010:

❖	November '09	11/02 – 11/07
❖	December '09	12/07 – 12/12
❖	January '10	01/04 – 01/09
❖	February '10	02/08 – 02/13
❖	March '10	03/01 – 03/06
❖	April '10	04/05 – 04/10
❖	May '10	05/03 – 05/08
❖	June '10	06/07 – 06/12
❖	July '10	07/05 – 07/10
❖	August '10	08/02 – 08/07
❖	September '10	09/13 – 09/18
❖	October '10	10/04 – 10/09
❖	November '10	11/01 – 11/06
❖	December '10	12/06 – 12/11

Exam dates should be scheduled by the candidate through AMP's Web site or by calling AMP's toll-free customer service line **after receiving confirmation from NBCC.** .

AMP Phone number: 888-519-9901  
AMP Web site: [www.goAMP.com](http://www.goAMP.com)

**RE-REGISTRATION**

Candidates who fail the exam must wait at least 3 months from their test date before they can retest. The actual retest date will depend on the monthly testing schedule and site availability. In order to re-register, candidates will need to send a new registration form and examination fee (\$185) to NBCC and \$95.50 to Continental Testing Services ([www.continentaltesting.net](http://www.continentaltesting.net)) for retest approval. Candidates may obtain another registration form from the NBCC web site at [www.nbcc.org/stateboardmap](http://www.nbcc.org/stateboardmap).

**SPECIAL ACCOMMODATIONS**

Candidates who need special accommodations should contact CTS for approval. NBCC must receive approval confirmation from CTS before notifying AMP of the accommodations. Candidates testing with approved special accommodations should schedule their test via the toll-free number to ensure their accommodations are confirmed.

**AFTER PASSING THE EXAM**

Once a candidate has successfully passed the NCE or NCMHCE, the candidate will receive a written official score report by mail from CTS.

## IMPORTANT INFORMATION FOR ILLINOIS CANDIDATES

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- 1) Candidates must receive approval to test from the Illinois Board.
  - 2) Candidates must then register with Continental Testing Services (CTS) and pay their fee of \$95.50. ([www.continentaltesting.net](http://www.continentaltesting.net) or 800-359-1313) You must also receive approval from CTS before you can test. CTS will notify NBCC of all eligible candidates.
  - 3) Lastly, candidates need to submit the completed Illinois Licensure Examination Registration Form to NBCC along with the exam fee of \$185. Registrations can take 4 weeks processing time once received at NBCC.
  - 4) Once the registration form has been processed, candidates are notified by email (if applicable) and postcard of when they can contact AMP (Applied Measurement Professionals – the testing company) to schedule a test date. Therefore, it is important that you maintain a current email address with NBCC. The phone number and web address for AMP is included in the confirmations.
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- ❖ If you are absent, fail an exam or your money expires, you will need to register with NBCC and CTS each time before being allowed to test again. If you have a question about your ending eligibility deadline, you may contact the NBCC Assessment Department at 336-547-0607 or [examinations@nbcc.org](mailto:examinations@nbcc.org) **in a timely manner**.
  - ❖ Please be sure to print and read the State Specific Insert and the NCE/NCMHCE Candidate Handbook for important information about the testing process. You can find these documents on our web site at [www.nbcc.org/stateboardmap](http://www.nbcc.org/stateboardmap) and click on the state of Illinois. If you do not have internet access, you may request that these documents be sent to you by mail.